

Number: 2002 – 17
Date: June 06, 2002

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Subject: Public Integrity Policy

Purpose: The purpose of this bulletin is to set forth the standards of ethics which will guide both the Inspectional Services Department (ISD), as an organization, and its inspectors and employees in the conduct of their official duties. This bulletin is a supplement (and does not supercede) to the Commissioner's Bulletin #99-3 regarding compliance with the "State Ethics Law (G.L.c.268A).

POLICY: It is the policy of ISD that every action of the Department as an organization, and those of the individuals who act on its behalf, will reflect the highest standards of honesty and integrity. In all of our dealings, whether with the public, other city agencies, or with each other, we will act in accordance with the ethical standards that are set forth below and in Commissioner's Bulletin Number 99-3 regarding compliance with the State Ethics Law. Additionally, it is the responsibility of each and every member of ISD to adhere to those standards and to take all necessary and prudent actions to protect the public trust. It is the responsibility of ISD to prevent, detect and correct instances of misconduct, administrative or criminal, within the organization.

Inspectional Service Department employees, inspectors and code enforcement officers share the same visibility in the community as other public safety officials. As such, public scrutiny, and public criticism, is, at times, directed not only at the Inspectional Services as a whole but also at the individuals who deliver our services. Accordingly, employees shall conduct themselves in accordance with the Public Integrity Policy and the stated ethical standards of the Inspectional Services Department.

DEFINITIONS:

Authority: The legally granted right to issue legal orders and give direction to others.

Bias: The use of authority, legal or otherwise, which results in the unequal application of the law toward some identifiable group or group member because of his/her affiliation with that group.

Discretion: The authorized capacity to make judgments and choose from among a variety of actions, within the limits of law and Departmental policy, to resolve a problem.

Employee: All members of the Inspectional Services Department for the City of Boston.

Ethics: Standards or principles of conduct governing a profession, the rules of conduct or duty.

Integrity: Soundness of moral principles; the character of uncorrupted virtue; uprightness, honesty, self-control, courage and compassion.

Public Trust: Exercising public authority within the legal limits and according to the ends for which it was created, i.e., to serve the public interest.

CANONS OF ETHICS:

General Statement – In furtherance of this policy, the following Canons of Ethics are adopted. They are not meant to be exclusive, but are presented because history and sound judgment indicate that violations of these canons severely undermine the ability of the Department to gain the confidence of both its employees and the public, and also negatively affect its ability to fulfill its essential mission. They are not meant to replace or supersede existing laws, Commissioner's Bulletins, departmental policies, statutes, rules or regulations, but to supplement them; they also serve as a reminder of the public trust that has been conferred upon ISD by the citizens of Boston, and the need for constant vigilance in support of that trust.

Canon One: ISD and every employee acting under its authority shall uphold the Constitution of the United States, the Constitution of the Commonwealth of Massachusetts and all laws enacted or established pursuant to legally constituted authority.

Canon Two: As an enforcement agency, ISD and its agents shall treat all those with whom it comes in contact, or who may seek its assistance, or whose property may come under its care or custody, with respect and dignity inherent in every person.

Canon Three: As an employer, ISD shall treat its personnel with fairness, respect, and consideration in all aspects of the job including hiring, assignment, promotion, training, collective bargaining, discipline and, when necessary, termination. It shall establish and promulgate rules, procedures and orders in such a manner as to promote professionalism, merit, and equal opportunity for advancement as well as equal access to resources. ISD shall value communication and solicit and respect the opinions of its employees on matters in which they have expertise, or which may affect their professional interests.

Canon Four: Employees shall at all times be prepared for the proper discharge of their duties; knowledgeable in the rules and legal procedures; competent in the use of equipment and standard procedures; respectful of other departments and agencies; and possessing the necessary temperament and attitude to effect the cause of public safety and public health.

Canon Five: Employees shall be impartial in the use of their authority, providing fair access to their services and favoring no group or individual for any improper reason. They shall not allow their prejudices or biases to affect their official actions. They shall exercise their discretion in performing their duties in a manner consistent with the rule of law and Department policy.

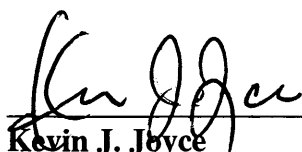
Canon Six: Employees shall avoid all conflicts of interests and appearances of impropriety. They shall never seek or accept gratuities when it can be construed to involve their official position with the department.

Canon Seven: Employees shall not engage in any corrupt or unlawful activity. They shall immediately report all corruption and illegal activity involving members of the Department that may come to their attention.

Canon Eight: Employees shall conduct their private affairs so as not to reflect unfavorably on ISD; or in such a manner as to affect their ability to perform their duties honestly, effectively, fairly and without impairment.

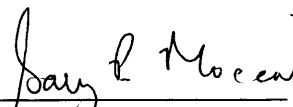
Canon Nine: While the responsibility to report knowledge of illegal and unethical conduct belongs to all employees, regardless of title or position, management and supervisors may be personally accountable for the actions of the personnel under their command if they knew or should have known that their actions were illegal or unethical. This places upon them a specific duty to proactively prevent, detect and expose improper conduct. Additionally, they shall conduct themselves in such a manner as to serve, by uncompromising adherence to these canons, as an example to those who serve under them.

Signed:



Kevin J. Joyce
Commissioner
Inspectional Services Department

Signed:



Gary Moccia
Inspector of Building
Inspectional Services Department

Date: